

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

In Reply Refer To:  
1400-630 (HR-220)P

October 20, 1999

**EMS TRANSMISSION**

Instruction Memorandum No. HR-2000-009  
Expires 09/30/2001

To: State and Center Directors, and WO ADs

From: Acting Director, National Human Resources Management Center

Subject: Avoiding Forfeiture of Annual Leave Due to Y2K Computer Conversion Efforts

Under the provisions of Federal Register Volume 64, No. 164, dated August 25, 1999, Year 2000 (Y2K) computer conversion efforts are deemed to be an exigency of the public business for the purpose of restoring annual leave forfeited under 5 U.S.C. 6304. As a result, annual leave will be deemed to have been scheduled in advance and therefore eligible for leave restoration without requesting or approving the exigency. This exigency terminates on January 31, 2000.

Annual leave restored because of the Year 2000 computer conversion exigency must be scheduled and used not later than the end of the leave year 2002. The time limits established for using previously restored annual leave do not apply for the period during which an employee's services were determined necessary for the completion of Year 2000 computer conversion efforts. A new time limit will be established on January 31, 2000, for all annual leave restored to such an employee.

Further, an employee whose services were determined necessary during the Year 2000 computer conversion exigency for a portion of leave year 1999, but who subsequently moved to a position not involved in Y2K conversion efforts must make a reasonable effort to schedule their leave in writing before the start of the third biweekly pay period prior to the end of the leave year. Assistant, State or Center Directors may exempt such an employee from the advance scheduling requirement if the employee can demonstrate that he or she was unable to comply with the advanced scheduling requirement due to circumstances beyond their control.

For leave to be restored under the Y2K computer conversion efforts, the employee must complete the attached Request for Restoration of Forfeited Annual Leave as a Result of Y2K Computer Conversion form and submit it through supervisory channels to the appropriate Assistant, State or Center Director for approval.

Requests for restoration of forfeited annual leave for reasons other than the Y2K computer conversion should be processed under the provisions outlined in BLM Manual 1400-630, paragraph .36.

Questions regarding this matter should be directed to Jane Haddock at (303) 236-6701 or Jerry Jones at (303) 236-6690.

Signed  
Laura J. Davis  
Acting Director

Authenticated  
Darlene Robitaille  
Secretary

1 Attachment

1 - Request for Restoration of Forfeited Annual Leave as a Result of Y2K  
Computer Conversion (1 p)

Distribution

HR-200  
NI-100, Central File  
RS-150, Library  
HR-220

BUREAU OF LAND MANAGEMENT

REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE  
AS A RESULT OF Y2K COMPUTER CONVERSION

Employees who meet the guidelines outlined in IM HR-2000-008 are eligible to request restoration of annual leave by providing the following information. Do not submit the form before the end of the leave year, which is January 1, 2000.

Once the form has been signed and dated, the form must be submitted to the supervisor. Supervisors should sign and date the form and forward it through the appropriate channels to the management official designated to approve requests for annual leave restoration.

1. Dates worked in preparation/execution of Y2K computer conversion efforts:

\_\_\_\_\_.

2. Actual number of hours of annual leave requested for restoration: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Approved for \_\_\_\_\_ hours

Disapproved for \_\_\_\_\_ hours

\_\_\_\_\_  
Assistant Director/State/Center Director

\_\_\_\_\_  
Date

Submit three copies to the Servicing Personnel Office.

\_\_\_\_\_  
Servicing Personnel Specialist/Date

\_\_\_\_\_  
Personnel Officer/Date

